

**Achievement of Market-Friendly Initiatives and Results Program
(AMIR 2.0 Program)**

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Food Sampling

Food Import Inspection Training

Final Report

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EXECUTIVE SUMMARY

This consultancy was designed to advise and assist the Aqaba Special Economic Zone/Ministry of Health in the start-up of the Risk Based System, and to assist the Import Food Safety Inspectors in implementing the improved sampling procedures and reporting methods.

In the past, the policy of the Ministry of Health was to physically sample 100% of all import food entries. Samples were collected from each production day, as well as batch-by-batch of all food entries. Portion and representative sampling was not being done, and therefore entire units were collected resulting in very large samples being submitted to the laboratory for analysis. This method of sampling was not scientifically based, and resulted in a considerable waste of time, money, and resources. Effective January 1, 2001, the government of Jordan established a “special economic zone “ on the seaport of Aqaba. Under the law establishing the SEZ the Aqaba Special Economic Zone Commission has the authority to carry out health inspection at the international borders, including inspection of food imported through the Port of Aqaba. AMIR had earlier recommended to the Ministry of Health that it adopt a system of import inspections based on risk-assessment principles, however agreement terms were not reached. The Aqaba Special Economic Zone Commission did agree to implement the risk based system of import inspections with respect to all food imported through the port of Aqaba. This agreement was subject to the receipt of technical and equipment support necessary to convert from the 100% sampling program to a risk based inspectional system.

In 2001 the Food Council agreed to implement the risk-based system of import inspection recommended by AMIR Program with respect to all food imported through the port of Aqaba. This will cover food imports that are cleared for consumption with the SEZ, as well as food cleared for consumption in the national territory. Since most of Jordan’s imports enter through Aqaba, the system will cover the majority of Jordan’s food supply.

In March 2001, the AMIR Program implemented a training program for Import Food Inspectors, which covered Import Food Inspection and Sampling methods and techniques. Basic sampling equipment was provided, and techniques covering portion and representative sampling were presented. The training also covered on the job sample training at the port, and aseptic sampling procedures and techniques covered during classroom training sessions. Portion sampling for frozen meats, cheeses, butter, dried powders, etc., must be done in an aseptic environment, and therefore a refrigerated food inspection stripping center, with a clean room for sampling was recommended. Proposals were also made for import sampling/cargo examination, document review, and all other forms necessary in a risk-based import program.

During this consultancy a one-week training program was conducted as a refresher course in import food inspection and sampling. Sample collection, cargo examination forms,

document review forms, and other import forms were provided, with instructions as to the proper completion, handling, and distribution.

Construction of the new Food Inspection Stripping Center is physically completed, however was not ready for use during this consultancy, in that final installation of necessary equipment, and environmental quality assurance testing had not yet been done. It is anticipated that the center will be operational and ready for food inspection and aseptic portion sampling by mid May. Two analysts from the Ministry of Health Laboratory in Aqaba have been assigned to the sampling committees and will collect all aseptic samples at the food inspection stripping center.

The Risk-Based System is tentatively scheduled to officially commence on/or about 15 May, 2002, and will include all import procedures, with possibly the exception of those associated with the Food Inspection Stripping Center.

All necessary forms such as; Sample Collection Report; Cargo Examination; Document Review; Notice of Release and Detention; Application to Re-export, Destroy, Convert, or Recondition; Notice of Refusal; Cost of Supervision; have been finalized with instructions and translated into Arabic. The laboratory analytical reporting form is currently being designed with instructions.

Currently sample numbers are being assigned by the health laboratory in Aqaba when samples are received. A new numbering system has been developed and will be pre-assigned and utilized by the sample inspectors at the time of collection. This will prevent any possible duplication of numbers, and will provide appropriate tracking of samples under the Risk-Based System.

Sampling instructions have been prepared for use by the import inspectors located at the port, as well as those assigned to the Food Inspection Stripping Center. These instructions cover food sampling techniques of all types of food products, including aseptic techniques for frozen meats, cheeses, butter, margarine, dried milk and egg products, and any other similar type foods. Instructions were also included covering all types of cargo examinations, and proper use of sampling equipment. Instructions were also included covering the completion of the Sample collection report, and the cargo examination reporting form. The forms and their instructions have been translated, and AMIR is translating all sampling instructions into Arabic.

It is recommended that a consultant make a visit in three or four months to review the Risk Based System, and assist in making any revisions necessary to streamline and improve the overall operation if applicable.

INTRODUCTION AND BACKGROUND

Prior to departing on the mission, this consultant reviewed various documents relating to the Risk Based System of Food Control, Transportation of Imported Frozen Meats, Briefing paper on slow processing times for approval for Imported Food Shipments, and met with and discussed these items with Consultant Anthony J. Whitehead.

The purpose of this mission was to oversee the ASEZA start up of the risk-based system and to assist the Import Inspectors in implementing the improved sampling and cargo examination of imported foods. This also included the development and finalization of numerous instructions and reporting forms necessary in implementing the Risk Based System. This consultancy was actually a follow-up to the Food Import Training Program conducted in March 2001.

The mission of March 2001 resulted in recommendations made for acquiring additional sampling tools and equipment for the Import Sampling committees. This had been accomplished with frozen food sampling corers being designed and tested for use in aseptic sampling at the Food Inspection Stripping Center.

- This consultancy began on 31 March, and was originally scheduled to end on 5 May 2002, however was extended until 14 May 2002, in anticipation of completion of the Food Inspection Stripping Center, and the commencement of the Risk Base System. Start-up delays prevented this from happening, and commencement is now scheduled for on/or about 15 May 2002.
- During this mission, a one-week refresher-training program was held covering import food sampling/inspections, with coverage of new procedures involved with the risk-based system. Also exercises covering simulated sample collection and cargo examinations were conducted utilizing the new reporting forms and instructions.
- Construction of the Food Inspection Stripping Center is structurally complete, however water and drainage for the sink in the sampling room has not yet been supplied, nor has physical cleaning or environment testing been completed as of 12 May 2002. This Center is located in Port number 4, frozen container yard with anticipated final completion and ready for use date on/or about 15 May 2002. This building will officially be known as the "Food Inspection Center". Necessary equipment such as a steam cleaner, sterilizing oven, and aseptic sampling needs such as washing and sanitizing containers, alcohol, propane torches, sanitizing solutions, sampling containers have been purchased and are ready for use.
- The Aseza Document Review Center has been completed, and equipped with necessary computers, servers, and other equipment, and is ready for the implementation of the Risk Based System. Also a room has been provided for secured storage of sampling tools and equipment.

- The sampling committees have been provided with remodeled and renovated office space, equipped with new furniture. This is a great improvement over previous conditions, and with the implementation of the RBS should enhance the effectiveness and efficiency of the Inspectors performance.
- Two Analysts from the Ministry of Health Laboratory in Aqaba have been assigned to the sampling committees, and will be responsible for aseptically collecting portion samples at the Food Inspection Center.
- Since the Risk Based System had not yet been implement during this consultancy, import sampling continues at the 100% level. Samples collected by the Ministry of Health (MOH) are delivered to the laboratory in Aqaba by the importer. Any samples collected by the Ministry of Agriculture (MOA) are delivered by the Importer to the MOA laboratory in Baca. The Importer physically samples food products required by the Jordan Institute of Standards and Metrology (JISM), and delivers to the laboratory in Amman. JISM inspectors are not present during sampling by the Sampling Committees.
- Much of the logistics involved with the Import Sampling/Inspection procedures remains the same, and will not have any substantial change until the total implementation of the RBS.

ACKNOWLEDGEMENT

Rima Zu'Mot, Head, Food Control Division, ASEZA, must be acknowledged for her total cooperation, ingenuity, and invaluable presence and availability at all times. Rima has been assigned the responsibility of spearheading the monumental task of overseeing and launching the Risk Based System, which is untried in Jordan, and has many unforeseen obstacles. No assignment is too large and she has the ability to accept the task, and carry out her responsibilities to completion.

My sincere thanks to Mr. Anthony J. Whitehead, Consultant, who provided valuable assistance prior to my departure for Jordan, and continued support and assistance while in Jordan. Tony is extremely dedicated and committed to the successful implementation and success of the Risk Based System in Jordan.

Dr. Bilal Bashir, ASEZA Commissioner for Environment, Regulations, and Enforcement, is extremely busy, but always had time for meetings and discussions in matters relating to this total project.

My sincere thanks and appreciation must go to the participants of the workshop, who faithfully attended all sessions in the evening hours, after having worked during the day on their normal import sampling assignments. I also acknowledge and thank the sampling committees with whom I worked at the port on several days.

FIELD VISITS TO PORT

This consultant worked with the Sampling Committees on six different days at the container port sampling at both refrigerated and non-refrigerated container storage. On many occasions the sampling committees had to wait on the Broker/Importer to arrive at the container site with the records and/or break the seal, thus resulting in a waste of valuable time.

Food product in cases or bags continued to be placed on the dirty pavement for sampling, and many times are used as steps into the container. The importers in many instances physically assist in the sample collection process, and provide sampling containers, tape and other supplies.

The reserve or duplicate portions of the samples are furnished to the importer for holding after the samples are prepared, stamped and identified.

Samples for the MOH laboratory in Aqaba, MOA laboratory in Baca, and the JISM laboratory in Amman are delivered by the Importer.

There is some confusion among many of the Ministry of Health Inspectors, Aseza, and Ministry of Health Management in regards to the sample sizes indicated by the Ministry of Health Sample Plan. An example would be when the plan indicates that 10 units should be collected for testing, the inspector collects 5 units from 5 different containers for the MOH laboratory, and another 5 units from 5 additional containers to be held as a reserve or duplicate by the importer. The written instructions specifically state "The samples obtained at the customs center of the brands upon their arrival shall be taken at doubled quantities of the schedules enlisted in the instructions as the Sample Obtaining Committee shall divide the sample to two equal parts***". Also duplicate samples must come from the same containers as the portions collected for analysis by the laboratory.

(Annexes 1-6 are a description of work at the port with conclusions, covering the period 16-18 April, and 21-23 April 2002).

WORKSHOP – IMPORT SAMPLING TECHNIQUES AND CARGO EXAMINATION INSPECTION

The import-training workshop was held at the Radisson Hotel, Aqaba, Jordan, from 14 April through 18 April 2002. Since the participants were required to complete their normal work requirements during the day, the refresher-training course was conducted from 5:00PM until 7:PM. The participants were the same as those who attended in March 2001, with the exception of the 4 newly appointed officers of the ASEZA food control division, and the 2 analysts from the Ministry of Health Laboratory in Aqaba, who were assigned to the sampling committee and will be responsible for aseptic sampling at the Food Inspection Center. (The Workshop Training Agenda is attached as Annex # 7).

Ms. Rima Zu'Mot, Head, ASEZA Food Control Division, opened the meeting with a general discussion of the Risk Based System and its requirements, and while she had previous commitments, she was available on a daily basis and provided any and all assistance requested.

Mr. Anthony J. Whitehead, gave a presentation on the description of the RBS flow process, and was available throughout the workshop, and provided valuable assistance.

This was a refresher course in import sampling and cargo examination, with instruction on aseptic techniques. Actual aseptic sampling exercises were performed using sanitizing techniques of equipment, portion collection of the aseptic sample and the required use of sample container controls. A bulk block of hydrogenated animal fat was simulated for a bulk block of cheese in conducting the exercise.

Stainless Steel Corers had been fabricated for sampling frozen meat, that would also be suitable for any other similar frozen product, were demonstrated, and all participants had the opportunity to use the sampling device. These corers are used with an electric drill, and minor revision is needed so they can be properly cleaned, before sanitizing.

Classroom exercises were conducted using the Sample Collection Report and the Cargo Examination forms, as the import sample collectors will use these two forms on a daily basis.

Since this consultant worked at the port with the sampling committees during the day, the daily events including any and all problems encountered were discussed. It also provided the opportunity to discuss before the entire group, all objectionable sampling practices by both the inspectors and importers. I feel this was quite productive, as many corrections were noted in techniques, procedures, and personal habits, during subsequent sampling operations.

CONCLUSION AND RECOMMENDATIONS:

These recommendations are based upon visits to the Port of Aqaba, working with the sampling committees, observations, and discussions with food control personnel, as well as feedback received during the import food inspection workshop.

The Food Sampling Committees now have new and remodeled office space, which is a vast improvement over the previous office work area, and is much deserved. This space with the new furniture should enhance a feeling of pride and be a positive force in efficiency and productivity.

As the Risk Based System becomes operational those involved with this import program will realize that scientifically based sample collections and cargo examinations are much more effective and efficient in providing for consumer protection than 100% sampling. In addition there will be a saving of valuable resources when unnecessary sampling and analytical testing, is no longer required. Being a part of this overall import program should instill pride and professionalism of those involved.

The importers continue to be heavily involved in the collection of samples, furnishing sampling containers, other supplies, and actually deliver the samples to the laboratories in Aqaba and Amman. The Food Control Division should be totally responsible for the collection of all samples, be equipped with necessary sampling supplies, and deliver the samples to the laboratories. The importers can assist the inspectors when needed, however the FCD is the enforcement authority, and sample integrity must be maintained at all times.

The Food Inspection Center when operational will provide appropriate areas for aseptic portion sampling, and space for conducting cargo examinations. At present the inspection center is scheduled to receive refrigerated/frozen product containers only. There are many other food products such as bulk bags of dried milk, dried eggs, dried yeast, etc., that require aseptic portion sampling. A temporary solution would be that a representative number of these bagged products be removed from the containers and transferred to the food inspection center for aseptic portion sampling. When sampling is completed, the sampled bags or cases can be returned. As the new procedure gets underway, there will be many opportunities for revising and improving the system. During this consultancy, the Food Inspection Center was not operational, so recommendations or conclusions cannot be made.

It is recommended that when aseptic sampling of food products in large bulk drums, or similar containers is required, that the lots be allowed to proceed under bond, and sampled at the user level, so that the opened containers can be used immediately or stored under refrigerated conditions.

Importers and Inspectors continue to place bags and cases of food products on the dirty pavement outside the containers, which many times are used as steps for entering the containers. It has been recommended that a temporary solution to this problem would be to provide the sampling committees with plastic tarpaulins, or similar protective coverings to be placed on the pavement, for placement of the food products. Also a stepping platform could be provided to assist in entering the container. It should be noted that some sampling committees required the importers to remove their shoes before entering the containers, and also removed sheets of cardboard from the containers and placed on the pavement for placement of food containers.

Currently the Ministry of Health Laboratory in Aqaba assigns the sample number to each sample, which is brought in by the Importer. This number is entered in a logbook, and an example for the month of March 2002 is: 250/1500

250 - 250th sample for March
1500 - 1500th sample for the year

With this system, the number does not indicate the year of collection, and the numbers would be duplicated each year. Other laboratories apparently use their own system of identifying samples, and many could be duplicates. There should be a uniform system in Jordan of identifying Import sample numbers and the following system was recommended to ASEZA. An example is:

ASP-02-1000

ASP - Describes Aqaba Seaport
02 - Year 2002
1000 - Consecutive Number

This is a simple identification numbering system, and could be used Nationally with all ports of entry being identified. The sample collection reports could be pre-printed and numbered for each port of entry, and assigned for each location. This would provide a uniform tracking and identification system throughout Jordan.

Reporting forms for all import operations have been developed with instructions for completion and distribution. Those specifically identified for import sampling are as follows:

Sample Collection Report: This form is to be completed by the sampling committee for each sample collected, and will accompany the sample to the Laboratory. A copy of this collection report goes to the Aseza document center for tracking and entering into the data processing system. (See Annex # 8 for a copy of this form and instructions).

Split Sample: This is addressed in the instructions for the Sample Collection Report, and is a completely new term and procedure. Many times during import sampling, a sample is collected for analysis by the MOH laboratory in Aqaba, and MOA collects a sample for

analysis in Baca, and a sample collected by the importer for JISM for testing in Amman. These are collected at the same time, from the same lot of food product, and should bear the same sample number. In the future these portions will be a part of the Split Sample, and all laboratory results will be directed back to the ASEZA Documents Center, before a release notice, if applicable is issued.

Cargo Examination Report: When a cargo examination is assigned by the system, this form will be completed by the sampling committee in detail, fully describing the condition of the food lot. If conditions of the lot indicate that the food product is questionable, a sample is collected and the sample collection report also completed. A copy of the cargo examination form along with the original collection report form accompanies the sample to the laboratory, and the Original cargo examination form and a copy of the sample collection report goes to ASEZA. (See Annex # 9)

Document Review Report: This is the initial form used and is completed by the Document Review Committee, to determine if all required documents and certificates accompany the customs entry. If all requirements are met, and the entry is not channeled for either sample collection or cargo examination, the entry can be released by the signatures of the Advisory Committee. If channeled for sample collection or cargo examination, documents go back to ASEZA for assignment to the sampling committees. (See Annex # 10 for a copy of this form with instructions)

Other forms have been developed with instructions for use which cover the overall import program, such as:

Notice of Release or Detention

Application for Authorization to Re-Export; Recondition; Convert; or Destroy

Cost of Supervision

Notice of Refusal of Admission - Under final design and review

Laboratory Analysis – Under final design and review

Sampling instructions were prepared for use by the Sampling Committees, and are being translated by AMIR. These instructions will be available for each committee at their offices as well as being available and posted at the Food Inspection Center. (Copies are attached as Annexes # 12-25)

There continues to be confusion in regards to the Ministry of Health Instructions for Imported Foodstuff Samples Obtaining Plans, which includes 21 Schedules for different type food products. This is the official document, which is used by the sampling committees to determine the volume of sample to be collected, and also the number of cases or packages to be examined during a cargo examination.

An example of the confusion is: Schedule No. (4) Dried Milk that states “Volume of the Sample Collected for Laboratory Test Number of Units” Less than 500 calls for 10 units. The sampling committee inspector would collect 5 units for laboratory test, 1 unit from

each of 5 different cases, and 5 units for reserve or duplicate portion, collected 1 unit from each of 5 additional cases. The written Ministry of Health Instructions paragraph B/8 states “The samples obtained at the customs center of brands upon their arrival shall be taken at doubled quantities of the schedules enlisted in the instructions as the Samples Obtaining Committee shall divide the sample to two equal part***”. The interpretation by this consultant would be that 10 units should be collected for laboratory analysis and 10 units for the reserve or duplicate portion. The sample should be collected at the rate of 2 units from each of 10 different cases, so that the reserve portion would be a duplicate and representative of the portion being analyzed. This was discussed with ASEZA food control personnel, and the Import Inspectors, however the confusion continues. Consultant Anthony J. Whitehead. discussed this problem with Dr Fathi Saleh, and Dr Fouad Da’as, Ministry of Health Officials Amman, and there is some confusion and disagreement as to the proper interpretation of the instructions. There is the possibility of a problem in the translation from Arabic to English, however even if this the case, the samples as collected are not representative of the lot, nor is the reserve or duplicate representative of the portion being analyzed. (SEE ANNEX # 11)

At the present time samples are prepared, packaged, taped, stamped, and signed by the sampling committee members, and this represents an official seal. Recommendations were made for the use of an “Official Seal” which would actually be placed on the sample container in such a manner that would attest to sample integrity if not broken. The official seal would include the sample number, date of collection, and signature of the collecting inspector(s). Upon arriving at the laboratory, the integrity of the seal would be recorded to indicate proper handling.

A calibration schedule should be instituted for all thermometers used by the inspectors. The inspectors have new probe thermometers, however they show a calibration date of the year 2000. A calibration schedule should be put into place, with records maintained for each thermometer. This should be on a set schedule as well as re-calibration anytime there is any indication of abuse of the thermometer.

It is recommended that the import sampling committee members be equipped with hard hats or bump hats, and well as safety toe shoes. This type of equipment is necessary for prevention of possible injuries. Also those working in the Food Inspection Stripping Center should be equipped with protective coats, as the temperature is scheduled to remain on/or about 7 degrees Celsius. It is desirable and highly recommended that uniform type apparel be provided for the Sampling Committees, which would provide protective clothing and also identify them as professional import inspectors.

While I have recommended and feel it is imperative that the import inspectors deliver all samples to the laboratory to maintain sample integrity, there is the immediate problem of transportation. In other words there is no transportation available to the inspectors, as they rely entirely on transportation arranged by the importers. Some mode of transportation should be arranged as soon as possible to alleviate this problem. Also, there is no method of communication, as the inspectors have no telephones, and there is

no phone at the Food Inspection Center, or at the ASEZA Document Center. Apparently the lack of communication has not presented a major obstacle in import sampling and operations, however in the future this could be evaluated to determine if the availability would improve efficiency and productivity.

ANNEX # 1

WORK AT PORT

TUESDAY, 16 APRIL 2002

Met with Sampling Committee at Aseza Sampling Center, and worked with MOH Inspector Mazen Salem, and other members of the committee including Importer/Brokers.

- 800 cartons Loders Croklaar Vegetable Fat, 25 kg – Product of Holland. The label or records did not identify the type or source of the oil, and therefore a sample was not collected. Would reschedule when proper certification was obtained. **NO SAMPLE**
- Kabuli Chickpeas, 50 kg bags, Berdex Canada Ltd., Product of Canada, Two Containers. Bags in white mesh plastic fiber type bags. Importer representative opened container, threw bags on oily dirty pavement, stepped on bags, and used as steps into container. Dirty footprints left on bags, and extensive spillage noted. Bags sampled with bag thief according to MOH sampling plan.
- Citric Acid, Anhydrous, 800/25 kg paper bags. Two bags sampled off end of container with bag thief. Ideally sample site should have been wiped with an alcohol pad, the bag thief inserted, and then the hole taped closed. This was not done.
- Zwan Brand Canned Meat – Zwan Chicken Luncheon Meat, Product of Holland, 6/1812 gm cans/case (Shrink Wrapped). Also Zwan 6 Big Franks, 560 gram cans. Records were incomplete, so therefore no sample was collected, and would reschedule for sampling when records were complete. **NO SAMPLE**
- Coffee Beans, 60 kg burlap bags - Records incomplete, and would reschedule for sampling when records were complete. **NO SAMPLE**

Conclusions:

Entries scheduled for sampling, however records incomplete, therefore samples not collected, resulted in waste of sample committee time. Much of this can be alleviated through the planned process of review by the document review committee.

Food Product thrown on dirty pavement, walked on leaving dirty footprints, and used as steps for entering container. Importers climbed into container with dirty shoes, leaving footprints on food containers. Sampling results in excessive spillage.

Sampling Committee arrives at the container site, and many times has to wait on the broker to arrive with the documentation, and open the container.

Broker/Importer continues to provide sample containers, tape, etc., and deliver sample to laboratory, after preparation by sampling committee.

ANNEX # 2

WORK AT PORT

Wednesday, 17 April 2002

Met at Aseza Sampling Center, and met with Import Sampling Committee, and worked with MOH Inspector Mazen Salem and other committee members. Also present were Mr. Abed and Mr. Jihed, Officers of Aseza Food Control.

- Arrived at container site, and had to wait on broker to arrive with documentation and actual location of container site. Waited approximately 10-15 minutes.
- Friendship Cream, 1800 cases, 48/170 gm cans per case, Product of Holland. Sampled collected according to sampling plan. Portion for Health Laboratory, and portion for Importer. Samples prepared by Committee, and delivered to laboratory by Importer. Importer retains his portion of sample.
- *** Incomplete records on previous day. Lodgers Croklaar Vegetable Fat Product of Holland, 800/25 kg cartons. Documentation received stated vegetable fat derived from "Palm Oil" Sampled 3 full cases for Health, and three full cases for importer. Also the Importer collected a sample for JISM, and placed approximately 3 liters in a glass jar labeled with some identification markings. JISM was not present during this sampling, and was collected from 1 carton. The Ministry of Agriculture Inspector collected approximately 400 grams of the vegetable fat from 1 carton, for pesticide analysis.
- Green Coffee Beans – Indian Coffee - Two containers – 300/60 kg burlap bags each. No packing dates on bags or paper tags. Will refer complete documentation to JISM for their conclusions and direction. **NO SAMPLE COLLECTED.**
- Chickpeas – Product of Canada – 3 containers 460/50 kg bags each – 1 container was size 7 chickpea on the documentation, however the tag label on the bags did not indicate the product size. MOH stated had to await certification as to size. **NO SAMPLE COLLECTED FROM THE SIZE 7 CHICKPEAS.** There is some question as to why this was not also referred to JISM for clarification

CONCLUSIONS:

Work delayed at container yard, due to awaiting the arrival of Broker/Importer.

Sampled entry of Vegetable oil, which had been delayed from previously day due to lack of proper documentation. Ministry of Health Inspector collected sample consisting of 3/25kg units each for Aqaba lab, and importer. Ministry of Agriculture Inspector collected approximately 400 grams from 1 carton for pesticide analysis. The Importer collected approximately 3 liters and placed in a labeled glass jar for JISM. JISM was not present at any time, nor do they serve on the sampling committee.

- 800/25 kg packages in lot. Schedule 10 indicates to collect 6 units for laboratory test. However sampling committee collected 3 for laboratory and 3 for Importer portion, for a total of 6. This needs clarification for a uniform understanding of the sampling schedule.
- The sample for pesticide analysis was certainly not representative of the lot.
- The importers representative collected a sample for JISM
- Consideration should be given to making this a SPLIT SAMPLE. Portions of lot collected for Health, Agriculture, and JISM, with analysis by three different laboratories, in three different locations.

The lack of a production date on the green coffee beans was discussed this date at beginning of Import Sampling Workshop. JISM stated that after clarification as to the production date, the Importer would be required to label each bag of coffee beans with the correct production date.

The lack of chickpea size declaration was discussed at the Import Sampling Workshop, and this consultant is uncertain as to whether JISM would be involved with this or not, but feel the requirement would be the same as the production date of the coffee beans.

It was also noted during the sampling at the port, that the inspectors were requiring importers to place cardboard sheets or paper on the pavement, before placing bags and cartons of food on the ground. Also using bags and cartons of foodstuff as steps for entering the containers still existed at times, but was greatly reduced. Some progress noted.

ANNEX # 3**WORK AT PORT:****Thursday, 18 April 2002**

Met with the Sampling Committees at the port and worked with Ministry of Health Inspector Omar Khalafat, and other committee members, including Aseza Food Control Officers Moez and Moufak.

Sampled Container of Kean Soft Drink Ltd., P.O. Box 50300, Limassol, Cyprus, Mango and Orange Drinks, 12/1 liter packs per case.

Sampled White Crystal Sugar, Hamburg, Germany Production Date January 2002, Expiration Date January 2003, 5 containers, total of 4,300/50 kg bags.

Indian Coffee, 300/60kg each in 2 containers. Sampled 2 bags from each container. One container Number 303982 had a very strong fermentation odor when the doors were opened. MOH Inspector made note of this on the records going to the laboratory.

Sampled Sun Bell Brand Canned Light Meat Tuna in Vegetable Oil. 3,200 cases, 48/95 grams per case. Sunbell Co Ltd., Tokyo, Japan. Three different production dates. 3 cases, 1605 cases, and 1592 cases. Used Schedule 1 of the sampling schedule, taking 2 cans from each of 19, and 2 cans from 2 cases of the 3 case lot.

Clara Full Cream Milk Powder Net Weight 900 grams in foil packages. Production date 03 – 2002, expiration date 03 – 2003. 1000 cases, 10.8 kg each. Product of Holland. Broker not present – COULD NOT SAMPLE: Returned later and sampled collecting 2 from each of 15 cases. 15 for Ministry of Health, and 15 for Importer.

Sampled container of various brands of pasta products. 1 lot of lasagna, Arrigh Brand, Product of Italy had a labeling discrepancy in that the production and expiration date in Arabic was 02 – 2002, and 02 – 2003, while the English version was 03 – 2002 and 03 – 2003. This was referred to JISM for clarification and confirmation.

CONCLUSIONS:

Food product continues to be placed on pavement, but much improvement noted in this area and in method of handling. The inspectors of this committee required that the importers remove their shoes, when climbing in the containers.

Time continues to be wasted in that the Importer/Broker are not present when the committee is on the site and ready for sampling.

ANNEX # 4**Port Work****21 April 2002**

Worked at port with MOH Inspector Mohammed Najeh, MOA Inspector, and Aseza Officers Abed and Jihed. Assignments were containers of frozen meat, fish, and butter.

Sampled container of Butter from Belgium – Temperature satisfactory.
620/25 kg Corman C Butter Production date 3 6 2002; Expiration date 3 6 2003.
Sample collected. 10/25 kg cartons collected for Ministry of Health Laboratory, and 1/25 kg carton for JISM. The importer collected the JISM sample. No JISM inspector present. Cases of sampled butter placed directly on the pavement. The importer opted not to collect reserve portion due to the cost of the product.

Sampled container of Frozen Buffalo Meat Trimmings, Origin of India.
895/25 kg cartons Allana Brand, packaged 8 individually poly wrapped packages per carton.

Sampled at rate of 1 package from each of 8 previously unopened cases selected at random from the container. The container was stacked to approximately ½ its height, so therefore a representative sample of the lot could be obtained.

Sampled container of Frozen Fish, Product of Thailand Tilapia Fish.
Container was stacked to top, and tight against the doors. Temperature was satisfactory. Cardboard cartons labeled Tilapia Fish Size 200/300 grams, packages labeled similar with statement weight at time of sale. Cartons contained sealed poly bags each containing 4 frozen fish.

8 Cartons taken from back row of container, placed on pavement, opened, and 1 fish removed from a package from each of 8 different cartons. The inspector collected the fish by placing a poly bag over his hand, however the 8 packages remained open inside the cartons. Also it was observed that the importer placed three cardboard cartons on the pavement and used as steps to the container.

CONCLUSIONS:

10/25 KG Cartons butter collected for analysis by Health Laboratory. Hopefully sampling excessive amounts such as this will cease by portion sampling in the clean room. The importer opted not to collect sample due to cost of product. The importer collected 1 carton of butter as a sample for JISM, however JISM was not present. Sampled product in cartons placed directly on pavement.

Tilapia Fish size 200/300 grams. Packed in cardboard cartons containing poly bags of 4 fish each. Inspector sampled 1 fish from a package, from each of 8 different cartons. For sanitary purposes, this sample should have consisted of 8 poly packages collected 1 from each of 8 different cartons. Each package only weighed 800-1200 grams. Also cartons placed on pavement, opened, and individual packages opened and 1 fish removed from 8

cartons. Three cartons were placed on pavement at end of container by importer, and used as steps.

Need to obtain tarpaulin type sheets (light weight) for each sampling committee to be used on the pavement at the end of each container to stack food product and sampled product.

Need portable lightweight steps or short ladder to be used to enter the containers.

ANNEX # 5**WORK AT PORT****Monday, 22 April 2002**

Met with Sampling Committee at Aseza Sampling Center, and worked with Omar Khalafat and Mazen Salem, Ministry of Health Inspectors, and other members of the committees. Also present were Aseza officers Moufak and Jihed.

- Sampled Harvest Grain Faba Beans in 50 kg bags from Australia. 460/50 kg bags in each of 2 containers. Sampled 7 bags from each of 2 containers using bag thief. Importer removed shoes before climbing onto bags in containers.
- Sampled container of Unsalted Butter. 800/25 kg unsalted butter Murray Goulburn Co-operative Co., Ltd., Brunswick, Australia. Frozen, temperature with probe thermometer at -19.4 degree C. Collected 10 intact cartons for laboratory, and 10 cartons for importer. The paper label attached to each carton had a discrepancy in that the English version of production and expiration date 2 – 2002 and 2 – 2003, and the Arabic listed 6 – 2002 and 0 – 2003. Sample was collected for laboratory analysis, and problem was referred to JISM for clarification on the dates.
- Temperatures were checked on several containers of frozen meat and cheese, all were satisfactory. On those containers where there were no thermographs, computer downloads were reviewed from date of shipment until present date.

Conclusions:

Butter sampled by collecting intact 25 kg units. This should be alleviated when sampling center becomes active, and portion sampling can begin. Discrepancy noted on label of butter in that English and Arabic version of production and expiration dates not the same.

For information purposes at the stripping center, and possible use of pallets when reloading. The containers of frozen meats, butter, and cheese were noted to be stacked on the floor of the containers and to the top of the container. There would not be room in the container if pallets were used at the stripping center.

ANNEX # 6**PORT WORK****Tuesday 23 April 2002**

Met with the sampling committees at the Aseza Sampling Center, and worked with MOH Inspector Omar Khalafat, and other committee members as well as Aseza Food Control Officers Abed and Moez.

- 2 containers of Sugar Product of Holland. Packaged 10/1 kg packages per case. There was a declaration of Expiration date on the individual bags, but no Production Date. No Sample was collected, and matter will be referred to JISM for clarification.
- 2 containers of Roche Citric Acid, Anhydrous, Medium Granule, 25 kg bags. Three production dates – 800/25 kg; 480/25 kg; and 160/25 kg bags. Mfg by Citrique Beige Ltd., Tienen, Belgium. Three samples were collected, sealed, and stored in containers, as the required Health Certificate was missing. This entry will be pending until certificate clarification is made.
- Green Coffee from Kenya – 300/60 kg sisal bags. Collected portions from seven bag for laboratory, and seven bags for importer. Also ministry of Agriculture collected sample for pesticide analysis, and the Importer collected a sample for JISM. The importer climbing into the container removed his shoes before entering the container.
- Genex Tea Bags, Packed in Sri Lanka – 1460 cases, each case contains 100/2 gm tea bags. Was determined records were not complete showing manufacturing dates. No sample collected.

CONCLUSIONS:

Sugar sample not collected in that production date not shown on individual 1 kg bags. Referred to JISM. Inspection time wasted. Sample could have been collected, but sample committee will have to return and repeat the exercise.

Citric Acid – Sample were collected, prepared, and stored in container. Health Certificate was missing. Awaiting clarification.

Green Coffee beans from Sri Lanka collected. Samples were collected to MOH laboratory, Importer, MOA sample for pesticide analysis, and the Importer collected a sample for JISM. This is actually a SPLIT sample going to three different laboratories. Schedule 6 calls for the collection of 14 units. However the MOH laboratory sample came from 7 bags and the importers portion came from 7 bags. This type of sampling is standard operating procedure for the Inspectors, but is not the meaning of the sampling plan.

This MOH Inspector requires Importers to remove shoes before entering container.

ANNEX # 7

**IMPORT INSPECTOR TRAINING
SAMPLING TECHNIQUES
AQABA PORT AUTHORITY
AQABA JORDAN
14 APRIL – 18 APRIL 2002
5PM – 7PM**

DAY 1

OPENING REMARKS
COURSE OBJECTIVES
NEW IMPORT PROCEDURES

Rima Zu'Mot

IMPORT FORMS
DOCUMENT REVIEW REPORT
SAMPLE COLLECTION REPORT
CARGO EXAMINATION REPORT
NOTICE OF RELEASE OR DETENTION

John Parker

DAY 2

ROLE OF THE INSPECTOR
SAMPLE PLAN DISCUSSION
FOOD SAMPLING

John Parker

SAMPLE PREPARATION AND
IDENTIFICATION

DAY 3

SAMPLING METHODS

John Parker

CARGO EXAMINATION
FIELD EXAMINATION

SELECTIVE SAMPLING

DAY 4

SAMPLING METHODS CONTINUED:
METHODS DEMONSTRATED

John Parker

DAY 5

ASEPTIC SAMPLING
Equipment, Procedures, Techniques

John Parker

ANNEX # 8

FOOD CENTER - AQABA PORT*MOH**MOA**JISM**ASEZA***IMPORT SAMPLE COLLECTION REPORT**

1. LABORATORY ALERT: (SEE INSTRUCTIONS)	
Note: (If SPLIT SAMPLE, indicate the date and amount of sample sent to each laboratory in blocks 16 and 17)	
2. DATE SAMPLE COLLECTED:	3. SAMPLE NUMBER:
4. PRODUCT NAME & DESCRIPTION:	
5. PRODUCT HS CODE:	6. OPERATION CODE: 03
7. MANUFACTURING CODES: Lot Number &/or production dates	8. CUSTOMS REFERENCE NUMBER:
9. METHOD OF COLLECTION (Dry samples) 10. METHOD OF COLLECTION (Reefer samples)	
Manual Thermograph reading:	
11. REASON FOR COLLECTION:	
Note: See instructions for code.	
12. SAMPLE PACKAGING AND SEAL WITH INFORMATION:	
13. MANUFACTURER:	14. IMPORTER:
15. SIZE OF LOT SAMPLED:	
16. LABORATORY	17. DATE TO LABORATORY:
18. SAMPLE COLLECTED BY:	
MoH Rep.	MoA Rep. JISM Rep. ASEZA Rep.

JORDAN FORM/APRIL/2002/JWP

INSTRUCTIONS FOR IMPORT SAMPLE COLLECTION REPORT

This form is to be used for official purposes and will be maintained as an official record of this activity. It is completed by the food authority official (inspector or sample collector) at the time of the collection of samples of food and other products regulated by the competent authority.

1. **Laboratory Alert:** – Provide special instructions to the laboratory such as sample fumigated with Chloroform; preserved with Formalin; packed with refrigerant or dry ice; and any other special circumstances. Will probably be rarely used.
If portions of the sample are collected for ANALYSIS FOR MORE THAN ONE LABORATORY SUCH AS; MOH, MOA, OR JISM, indicate in block 1 that it is a “Split Sample”. In Block 16 provide the amount of the portion of the sample sent to each laboratory. In Block 17 provide the date of delivery of each portion to each laboratory.
2. **Date Sample Collected:** - example: 14/04/2002
Numerical: DD/MMYYYY
3. **Sample Number:**
4. **Product Description:** – Frozen whole fish, approximately 300 grams each packed in cardboard box labeled in part “Frozen Fish ***Net Weight 15 Kg***Packed by XYZ Company, Luderitz, Namibia***”
5. **Product HS Code:** This is the Customs Harmonization Code.
6. Operation code: 03 - This is the operation code for sample collection.
7. Manufacturing Codes: List each production date and lot number
8. Customs Reference Number: (Customs identification Number taken from the Customs Entry Document).
9. Sample Description and Method of Collection: 12 Fish collected, 2 from each of 6 previously unopened cardboard boxes selected at random from lot.
10. (Instructions are the same for items 9 and 10 – Except that 10 has the thermograph reading that shall be recorded.

11. Reason for Collection: A Two Digit Numerical Code: 01 – Monitoring;
02 - Surveillance; 03 - Cargo Examination; 04 - Retest; 05 – Reconditioning;
and; 06 – Other Type Samples
01– Monitoring Samples are samples collected as designated by the Risk Based System (RBS).
02 – Surveillance Samples are samples collected as a random sampling programme are represents samples of foods being offered for entry without regard to the status under the RBS.
03 – Cargo Sample represents samples collected following a cargo examination which indicates potential violation of Jordanian requirements.
04 – Retest Samples are samples collected following approval by the FCO of ASEZA due to questionable handling, testing, or results of a sample collected previously.
05 – Reconditioning Samples are samples collected following the approval for reconditioning the product to determine and assure compliance with Jordanian requirements.
06 – Other Samples are samples collected for isolated reasons which do not fall within the 5 established sample types described above.
12. **Sample Packaging and Seal With Information:** Fish placed in white plastic bag, and bag identified with date, and inspectors initials. Placed in cardboard box, identified, and officially sealed with date, and full name of collecting inspector.
13. **Manufacturer:**
Example: XYZ Company, 1111 Main Street, Luderitz, Namibia.
14. **Importer:**
Example: ABC Importing Company, 111 Gulf Street, Aqaba, Jordan
15. **Size of Lot Sampled** – 60 cardboard boxes each containing 15 Kg Frozen Fish
16. Laboratory or Laboratories: If Split Sample indicate the amount of the portion sent to the analyzing laboratory for each portion of the split sample.
Portion 1 – Consists of 10 fish delivered to MOH laboratory in Aqaba
Portion 2 – Consists of 2 fish delivered to MOA laboratory in Baqa
17. Date or Dates to each laboratory:
Numerical: DD/MM/YYYY Example 14/04/2002

For a Split Sample; indicate the date sent to each analyzing laboratory receiving a portion of the split sample.

18. Sample Collected By: Full Signature by each Food Authority **Representative**.

ANNEX # 9

FOOD CENTER - AQABA PORT*MOH**MOA**JISM**ASEZA***CARGO EXAMINATION FORM**

1. PRODUCT EXAMINED:	
2. DATE OF EXAMINATION	3. HS PRODUCT CODE:
4. CUSTOMS IDENTIFICATION NUMBER	5. OPERATION CODE: 02
	6. COUNTRY CODE:
7. IMPORTER:	8. MANUFACTURER:
9. MANUFACTURING CODES Lot Number &/or Production Date:	10. SIZE OF LOT EXAMINED:
11. LOCATION OF EXAMINATION:	
12. <u>FINDINGS:</u> DESCRIBE IN DETAIL THE EXAMINATION PROCESS, LOT SIZE, FINDINGS AND RESULTS OF THE EXAMINATION IN ADDITION TO ANY NOTES <div style="text-align: right;">Samples required Yes No</div> ----- ----- ----- ----- ----- ----- ----- ----- ----- 	

12. INSPECTION CARRIED BY:

MoH Rep.

MoA Rep.

JISM Rep.

ASEZA Rep.

INSTRUCTIONS FOR CARGO EXAMINATION FORM

This form is to be used for official purposes and will be maintained as an official record of this activity. It is completed by the food authority official (Food Inspector personnel completing the examination of the imported food cargo). The following is the instructional information and the format to be used in completing this document.

1. Product Examined: Provide a description of the product(s) examined. A separate cargo examination form should be used for each product if listed separate on the cargo manifest or the Customs Entry Document.

2. Date of Examination: DD/MM/YYYY - example 14/04/2002

3. HS Product Code: This is the Customs Harmonization Code.

4. Customs Identification Number: Taken from Customs Entry Document

5. Operation Code: 02 is the operation code assigned for cargo examination.

6. Country Code: Provide the Country of export code from the Customs Entry Document

7. Importer: Full name and address of Importer.

Example: ABC Importing Company, 111 Gulf Street, Aqaba, Jordan

8. Manufacturer: Full name and address of Manufacturer.

Example: XYZ Company, 1111 Main Street Luderitz, Namibia

9. Manufacturing Code/Lot Number by Production Date: A separate cargo examination form is to be completed for each production code being examined.

10. Size of lot examined: Provide the number of units per carton and number of cartons in the shipment to verify the shipping manifest on quantity being imported. In the case of bulk cargo, provide the net weight, the number of units (bushels, gallons, liters, metric tons, etc.) from the shipping or Customs Entry Documents.

11. Location of the Lot: Provide the permanent code assigned to the specific location of the examination or location of the food products.

12. Findings: The inspector will describe in detail the process and findings of the examination. This may be visual, odor, etc., or from examination involving the use of the ultra-violet light (black light), rapid screening test or other. Sufficient information must be provided to determine the compliance level of the cargo, which may result in sample collection. When several production dates are encountered each will be examined separately, and may be summarized as follows:

Circle “Yes” or “No” for Sample Required. When a sample is required, the findings must be reported in detail.

- Chick Peas, 25 Kg poly bags, lot # 2753, Production date 12 January 2002
Examined 30 bags from 100 bag lot with no evidence of fluorescing stains.
Pulled 50-100 grams of peas from each of 10 bags with no evidence of insects.
No sample required.
- Examined 30 cello packages of Vermicelli. No evidence of insects or extraneous material noted. No sample required.
- Canned Peas #303 cans, 36 cases, 24 cans per case. Can-by-can examination revealed:

Case 1 - 3 cans hard swells

1 can flipper

Case 2 - No abnormal cans

Case 3 - 1 soft swell

2 hard swells

Case 4 - 1 leaker – can seam

Case 5 - No abnormal cans

Case 6 - 3 leakers – can seams

2 hard swells

Sample was collected consisting of all abnormal cans, and 6 normal cans.

12. Full signature by each Food Authority Representative

ANNEX # 10**FOOD CENTER – AQABA PORT****MOH****MOA****JISM****ASEZA****Document Review Report**

1. PRODUCT:	
2. DATE OF DOCUMENT REVIEW	3. HS PRODUCT CODE
4. COUNTRY CODE	5. OPERATION CODE - 01
6. MANUFACTURER:	7. IMPORTER
8. MANUFACTURING CODES: Production Date/Lot Number	9. LOCATION OF THE LOT:
10. CUSTOMS IDENTIFICATION NUMBER:	
11. DOCUMENTS REVIEWED: Mark the appropriate blocks on the attached page, indicating what documents are attached, required and found to be acceptable or unacceptable <div style="text-align: right;">(Cont. Back Page)</div>	
12. FINAL RESULT: ACCEPTABLE _____ HOLD (until) _____ UNACCEPTABLE _____ Date _____ Date _____ Date _____	
13. REVIEW CARRIED BY: MoH Rep. _____ MoA Rep. _____ JISM Rep. _____ ASEZA Rep. _____	

Attached Yes/No	Acceptable Yes/No	Required Yes	LIST OF CERTIFICATES
			Certificate of Licensed Establishment and Compliance with Health requirements.
			Slaughterhouse Health Certificate.
			Certificate of Acceptable Pesticide Levels.
			Certificate of Compliance with Jordanian Standards and Health Regulations related to:
			Antibiotics, Hormone, Irradiations, Parasites, Pathogenic Bacterial.
			Certificate of Country of Origin with packaging and labeling information.
			Certificate of Pre-shipment Inspection (frozen and refrigerated products) related to thermometer calibration.
			Certificate of the Manufacturer of the Shipping Container that Container meets ISO standard 1496/11.
			Certificate of Free from BSE – Milk Manufacturing Facilities.
			Certificate of Country of Origin Manufacturer of Product are sourced from BSE Free Farms.
			Certificate of Food Additive Compliance.
			Labeling identification of the product.
			Detailed Bill of Lading for Consignment.
			Veterinary Health Certificates.
			HALAL Certificates according to Islamic Rites.
			Certificates that Fishing and Fish Harvesting Areas Free from Chemical, Metal and Radiation Contaminants.
			Certificate of Compliance with Jordanian Technical Rules.
			Import License from MoA (specified to National Territory).
			Certificate that Fish before Smoking or Salting was frozen on –20 C for 60 h.
			Certificate that Jelly Fish from East Asia Countries is Free from Saxitoxin.
			Cleanness Certificate for Raw Vegetable Oil Ship Tanks.

			Thermograph Temperature Readings Through Transportation of Shipment.
			Others: Specify

**INSTRUCTIONS FOR COMPLETING THE DOCUMENT REVIEW REPORT
OF AN IMPORT FOOD ENTRY**

This form is to be used for official purposes and will be maintained as an official record of this activity. It is completed by the food authority official with authority to review the documentation accompanying the Customs Entry forms for food products. The review is made to assure the required documents are provided at the time of entry. A period of time will be provided to obtain the appropriated documents when they are not available at the time of entry, however failure to provide the required documents in a reasonable time may result in the food consignment being detained, and later refused entry.

The following provides the instructions and format to be used in completing this document:

- 1. Product:** Provide a description of the lot including the product name (quote the labeling), packaging type (cans, plastic wrap package, cardboard cartons or boxes, quantity of cartons, units per carton, size of packaging (weight 1 liter, or 330 cc, or 24 ounces, or number count, i.e., 10 biscuits, 3 frozen chicken legs).
- 2. Date:** DD/MM/YYYY - example - 14/04/2002
- 3. HS Product Code:** This is the Customs Harmonization Code
- 4. Country Code:** Provide the standard code for the country of origin
- 5. Operation Code: 01** – This is the assigned operation code for Document Review.
- 6. Manufacturer, Name and Address: example:**
An example is: XYZ Company, 1111 Main Street, Luderitz, Namibia.
- 7. Importer: Name and Address**
An example is: ABC Importing Company, 111 Gulf Street, Aqaba, Jordan
- 8. Lot Number by Production Date:** The number that is on the unit or carton.
- 9. Location of the Lot:** Provide the location of the shipment
- 10. Customs Identification Number:** Taken from Customs Entry Document.

11. Document Review: The reviewer will mark “Yes” in the column by those certificates that are Required, and will mark either “Yes” or “No” in the attached and acceptable columns.

12. Final Results: If all requirements are met, the entry may proceed to further import clearing measures and the reviewer should mark the “Acceptable” block by placing his initials in the space provided. The date of the decision is to be recorded below the initial space. Date should be DD/MM/YYYY example: 14/04/2002

The reviewer is to mark the “Hold” block and place his initials in the space provided when all required documents are not available or are unacceptable. The date of the decision is to be recorded. When the records are made available and meet all requirements, the reviewer will place his initials in the “Acceptable” block, and record the date in the block below.

The reviewer is to mark the “Un-Acceptable” block when the required records are not made available in a reasonable amount of time following notice of the HOLD status, or if the documents are unacceptable. The date of the decision is to be recorded.

13. Review Carried By: Signatures by the all Document Review Committee Members.

ANNEX # 11

**Ministry of Health Instructions for Imported Foodstuff Sample
Obtaining Plans**

attached

ANNEX # 12**BASIC FOOD SAMPLING:**

Import food samples are physical sample collections of products, which originate from another country, and are collected while the goods are in import status. Import status ends when Customs has cleared an entry for the shipment. Therefore an import sample is a valid/official sample, and the starting point for most administrative and legal actions. To be used as evidence, it must support the charge there has been a violation of the law, and must conform to the rules of admissibility of evidence. A properly collected and prepared sample provides:

- A portion from the lot of food product for laboratory analysis, including a reserve portion for the importer. Each reserve or duplicate portion should be collected from the same package as the portion going for analysis, so that each portion is representative of each other. The total sample should be at least twice the quantity estimated to be sufficient for laboratory analysis.
- The sample must be representative of the lot from which collected, to demonstrate the violation or acceptability of the food.
- The sample must be properly collected, handled, identified, and sealed in such a manner as to maintain its integrity as evidence, with a clear record of its chain of custody.
- Must have labels or copies of labels, which accompanies the food product.
- Must be accompanied by a sample collection report, which thoroughly describes all aspects of the sample, such as; date collected, method of collection, amount collected, where collected, and any pertinent observations by the collecting inspector, how prepared, identified, officially sealed, and delivered to the analyzing laboratory.

Before beginning any sampling process, the Inspector must thoroughly review the assignment and determine if all necessary and required documents are present. Determine the location and availability of the food lot; review the “Imported Foodstuff Sample Obtaining Plan”, to determine the proper number of packages to sample from and the number of units to be collected from each package.

Make sure that you have the proper sampling equipment such as; full-length bag triers, bag thieves, sifter screens, oil sampler, grain probe, black light, flashlight, and any other equipment necessary. Determine the type and number of sampling containers you will need, tape and other equipment, and refrigeration containers if necessary. If this is an

aseptic sampling assignment, make sure all necessary sterile sampling tools, equipment, and containers, clean outer garments; hair restraints, and any other necessities are available. *The Inspector Must Be Prepared* by fully understanding the assignment, sample requirements, and being equipped with the proper tools to complete the job in a timely, effective and efficient manner.

When sampling products such as flour, rice, sugar, small beans or similar food, the full length bag trier should be used if possible. This provides a representative portion taken from the bag or package. When the bag thief is used on product packaged in burlap or sisal type bags, collect part of the portion from different locations on the bags.

When the drum oil sampler is used, portions can be collected from different levels of oil within the drum. Sometimes this is very meaningful in collecting and examination of possible sediment.

All lots of food products should be portion sampled where possible, and be representative of the entire lot being offered for entry. When properly collected and handled, the laboratory analysis should accurately represent the condition of the food lot at time of sampling.

The Inspector shall collect each sample as if being required to testify in court about everything concerning each and every event surrounding the sample collection. Mistakes or deficiencies, however small as they may seem, could severely damage the government's case. Sampling operations must be carried out using techniques that ensure the sample is representative of the lot; the sample of the product is in the same condition as it was before sampling, and that the collection technique does not compromise the compliance status of the lot of food.

It is the Food Authority Inspectors responsibility to collect its own samples using techniques and methods, which will provide the most ideal sample. The Inspectors have been provided with "Instructions for Imported Foodstuff Samples Obtaining Plans", however in new or unusual situations it is the inspectors responsibility to use sound discretion, imagination, and ingenuity in the getting the job done. If necessary it is always desirable to seek advice or counseling from supervisory staff, but the experienced inspector should be able to become proficient in most sampling operations.

In determining sample size, first review the assignment, size of the lot, and determine from the Imported Foodstuff Sampling Plan, the amount and number of portions to collect or to cargo examine. There will be times when new or unusual circumstances arise that require contact with the analyzing laboratory for sampling size, procedure, and/or special handling. If the inspector is unable to obtain immediate assistance in sampling size, a good rule of thumb is to sample the square root of the size of the lot.

LOT RESTORATION:

The Inspector should make every effort to restore the lot after sampling to the original condition. Do not leave partially filled cases, and always attempt to seal holes and openings where samples have been obtained. Do not leave the lot in any condition, which might encourage pilferage, or make it unsalable or unfit for human consumption. Carefully re-close all shipping cases, by either gluing or taping, being careful not to deface the label. If paper bags are opened for sampling, they should be resealed either manually or preferably with a portable sewing machine.

ASEPTIC SAMPLES:

Some products will be portion sampled for bacteriological analysis, and must be collected using aseptic techniques, in a controlled area using sterilized tools. *SEE SPECIFIC INSTRUCTIONS ON ASEPTIC SAMPLING.*

MOLD OR SLIME SAMPLES:

It may be a rare occasion when the import inspector encounters this situation, but every inspector should be aware of the proper technique in collecting and handling mold samples.

If during an examination it becomes necessary to collect samples of mold or slime from any locations such as walls or overhead, this can be done by the use of swabs or by scraping. These types of samples must be kept moist by placing in containers with a small amount of 3 % formalin solution, or a 1% Formaldehyde solution. If these preservatives are not available, a 50% alcohol or acetic acid (vinegar) may be used. Always indicate on the sample collection report under the heading "laboratory alert" the type of preservative used. It is also important to report the size of the area swabbed or scraped, such as: 15 X 30 cm on the sample collection report. A good photograph would be very valuable in your documentation of this violative condition.

SELECTIVE SAMPLES:

These samples could be collected as a result of a Cargo Examination or inspection of the food lot; such as a can by can examination, etc., where portions of the lot, such as abnormal cans are collected which best describe the violative conditions of the lot.

Another example could be the finding of insect infested food products where you selectively collect to accurately describe the findings of the examination; or

The finding of a rodent defiled lot of food, and the inspector selectively samples portions of bag cuttings of fluorescing stains, gnawed holes, and or rodent excreta pellets; or

The findings of food products that have been contaminated by bird dropping, chemicals, or other types of similar contamination, where selectivity best describes the accurate condition of the lot; or

An examination of food products might reveal deficiencies in label declarations, or any other inaccurate or misleading information; or

Any other type of deficiency or objectionable condition such as foreign or putrifying odors, obvious short weight or volume, or any situations which could affect the quality, safety, or the nutrition value of the food product.

During Cargo Examinations, a camera should be available, as a good photograph is worth a thousand words, and provides excellent description of these types of violations.

Descriptions and detailed instructions are included with these documents on various types of selective sampling.

PHOTOGRAPHS:

Photographs taken during cargo examination or sample collection, should be printed and placed on mounting paper, and attached to the original examination and sample collection records. Narrative description should be written on the mounting paper next to the print, and properly identify with identification number, date, and inspectors name.

SAMPLE COLLECTION REPORT:

A sample collection report must be completed for every sample collected, with the original copy attached to the sample documents accompanying the sample to the laboratory. Detailed instructions for the completion of the collection report are attached to this document, and all inspectors/collectors must become proficient in its completion.

Split Sample:

There are times when portions of samples are collected from the same food lot, for analysis by different laboratories, such as; (1) portion for analysis by Ministry of Health Laboratory; (2) portion for analysis by Ministry of Agriculture Laboratory; and (3) portion by a laboratory for JISM.

This example should have one sample number, as the portions are all from the same lot and collected at the same time. When this is the case, information should be reported on the collection report as “Split Sample” under the heading Laboratory Alert, and specific laboratories identified under the laboratory heading. Copies of the collection report should accompany the portions to Agriculture and JISM.

The final review process will not be complete until determinations from all laboratories are completed and received.

Ministry of Health Sampling Instructions:

A complete copy of the Ministry of Health Instructions for Imported Foodstuff Sample Obtaining Plans is attached with the sampling documents.

ANNEX # 13

SAMPLE PREPARATION HANDLING AND DELIVERING:

The preparation, handling, and delivering of samples is the primary responsibility of the Inspector, and must be carried out in a manner which assures the sample's integrity and will support the testimony that the sample examined was the same sample collected from the documented shipment.

As few persons as possible should handle the sample to reduce the likelihood of compromising sample integrity.

The sample divisions or portions should be identified with the inspector's markings. For Example: If two cans or units are taken from each of 8 cases, the units could be marked 1a, 1b through 8a and 8b, and identified with the collection date and inspectors initials. The units marked 1a thru 8a would be placed in a container and identified with the inspectors markings, sealed and submitted to the laboratory for analysis, while the units marked 1b through 8b would be placed in a container, identified with inspectors markings, sealed and held as the importers duplicate sample.

All samples must be handled, packaged, and delivered to prevent compromising the identity or integrity of the sample. Samples should be packed with shock absorbing materials to protect against breakage of unit containers. Frozen samples must remain frozen; and perishable products may be frozen, if freezing does not interfere with the planned analysis. Those products specifically requiring refrigeration should be packed on ice, cold packs, or similar refrigerants.

FROZEN SAMPLES:

Containers: Pre-chill sterile containers before collecting frozen samples if possible. Transfer liquids in glass to expandable containers before freezing. If the liquid must be frozen in glass, leave sufficient headspace to allow for expansion. If freezer facilities are not available, or if the sample is to be shipped, pack with "Dry Ice" in insulated cartons.

Caution: Dry Ice is potentially dangerous and requires caution in handling and shipping. Do not handle with unprotected hands; transport in your vehicle without adequate

ventilation; or place inside tightly closed metal, glass, plastic, or similar type containers that do not breathe. If it is necessary to use this type container, adequately vent to prevent pressure build up.

In all packages where dry ice is used, distribute the dry ice equally on all sides of the sample package, using pieces as large as possible. Be sure the container is insulated on all six sides and tape all edges securely to assist in insulating the carton. Never place dry ice inside the officially sealed package.

Freezing by dry ice is usually not effective for more than 48 hours. Generally for overnight freezing, use approximately 500 grams of dry ice per 500 grams of sample. When samples are in plastic containers the dry ice must be wrapped to **prevent direct** contact with the plastic, since direct contact could cause the plastic to become brittle and break. It is a good rule of thumb to always wrap the dry ice in paper.

Control – To prove the shipment did not thaw in transit, place a jar or leak proof plastic bag of chipped ice in the shipment adjacent to the sample package, but not within the officially sealed package.

Refrigerated – (Not Frozen) Samples

Maintain refrigerated samples in a refrigerator at 4-5 degree C or below. If necessary use either wet ice or some form of ice pak or similar product to maintain the required temperature range. It is advisable to place “ice pak” “liquid ice” or similar products in sealed plastic bags should the container break, and possible contaminate the sample.

Control - To prove the sample temperature did not go above the desired or specified temperature range, include a prechilled, shaken down, maximum recording thermometer in the shipment adjacent to the sample package, but not within the officially sealed sample package. Arrange to have the thermometer returned.

ANNEX # 14

ROLE OF THE INSPECTOR:

PROFESSIONALISM:

**APPEARANCE,
BUSINESS APPROACH,
COURTEOUS, PROPER
UTILIZATION OF
TIME.**

BE ALERT:

**EYES AND EARS OF
AGENCY/CONSUMER.**

DEMAND RESPECT THROUGH KNOWLEDGE
INTEGRITY AND INTELLIGENCE. EDUCATE AND OBTAIN
VOLUNTARY COMPLIANCE IF POSSIBLE.

AS YOU INSPECT AND APPRAISE, YOU AND YOUR FOOD
CONTROL AGENCY ARE ALSO BEING APPRAISED.

KNOW YOUR LAWS AND REGULATIONS. BE ABLE TO
RECOGNIZE, COLLECT SAMPLES, AND TRANSMIT EVIDENCE
WHEN A VIOLATION HAS OCCURRED.

MAINTAIN CLOSE CONTACT WITH LABORATORY AND ALL
OTHER COOPERATING AGENCIES.

WRITE A MEANINGFUL AND ACCURATE REPORT.

THINK ON YOUR FEET.

DO THE RIGHT THING.

ANNEX # 15**CARGO EXAMINATION:**

A Cargo examination may be defined as: The examination or inspection of a product in import status, sufficient in scope to determine if the product appears to be “in compliance” for which the lot of food was examined. This examination may be conducted on products discharged from vessels on to the wharves, piers, trucks, trains, containers, or any other location set aside for inspection.

A Cargo Examination represents the most in-depth non-sample examination of the food product. It involves actual physical examination of the product for: damage including storage or in transit damage; spillage of other cargo; adverse environmental contamination including lack of adequate cooling for refrigerated/frozen cargo; rodent or insect activity; physical color of food, offending odor, and at completion a determination by the inspector as to whether the product appears to be in compliance.

A Cargo Examination is done whereby the inspector physically opens and examines cases. If is bagged product, the lot could be examined for evidence of insects; examined with the black light (ultra-violet) for evidence of rodent defilement; If canned food products, would be can by can examined for abnormal features, such as swollen cans, leakers, abnormal seams, rust and any other defective conditions; label review to determine if required declaration is made; and/or possible short weight or volume.

If the Cargo Examination revealed no adverse or objectionable conditions, and the lot of food appears to be in compliance, the Inspector would note in the “Findings” section of the Cargo Examination Form, the number of units examined, and that no adverse conditions were observed, and no sample collected.

If the Cargo Examination revealed violative conditions, the inspectors findings must be fully described on the Cargo Examination form under “Findings” This description must include the number of units examined, accurate findings in detail, by batch or lot numbers if necessary.

After fully describing the findings, include the statement that a sample was collected.

SELECTIVE SAMPLE:**Rodent Contamination – Urine Stains – Gnawings**

Examine bags of good products with the aid of the Black Light (ultra-violet). Use precautions not to disturb the bags more than necessary when examining for possible sample collection.

Urine Stains:

Wet, fresh or continually wetted runs may fluoresce poorly, but the odor of urine will usually be present and should be thoroughly described on the inspectors report. Fresh urine will fluoresce *bluish-white*, while older stains may be more *yellowish-white*. Rodent hairs will probably appear as *blue-white streaks*. Rodents commonly urinate while in motion, and leave a droplet pattern.

SAMPLING:

Remove the stained area from the bag with a sharp blade or scissors. This can be accomplished by cutting around the stained area, and placing this cutting in a separate sample container and identify with inspectors markings. Also collect a “control” portion from this bag, usually from the opposite side, which does not fluoresce. Place the control portion in a separate sample container and identify with inspectors markings.

Collect a minimum amount of product from the area the stained bagging was removed, preferably a portion that is clumped or fluoresces. Place this portion in a separate container and identify. Also collect a “control” product portion from an uncontaminated area and place in a separate container and identify with inspectors markings. On the Cargo Examination form fully describe the condition of the lot, degree of contamination, size of stains, rodent pellets if any, as well as a thorough description of the sample collected.

Rodent Gnawed Holes:

Examine bags and take cuttings in the same manner as described for urine stains.

Cut around the gnawed hole, remove, and place in a separate container and identify with inspectors markings. Take a small portion of product from within the open area, and place it in a separate container and identify.

Each sample should consist of the following:

- A piece of unstained bagging or portion of the container, which does not fluoresce as a control.
- A number of pieces of stained bagging, and any adhering rodent pellets.
- A small portion of the product directly beneath the stained area.

- A portion of uncontaminated product from beneath unstained bagging.
- Cuttings of gnawed holes.
- Small portion of product from within the gnawed open area.

Each portion of bagging, pellets, product beneath the sampled area, and controls, are placed in separate vials or portion containers and properly identified with the inspector's markings.

Bird Droppings, Chemical, and other Contamination:

Food products that have been contaminated by bird droppings, chemicals, or other type of similar contamination can be sampled in much the same manner. It is very important to thoroughly describe the area and storage conditions, with documentation of the contaminating chemical if possible. Good photographs are very important in documentation, and provide an excellent description of these types of violations.

Insect Infestation:

When conducting an examination of a food lot which is susceptible to insect infestation or contamination, always describe observations by count of live or dead insect, and by stage of development if indicated, such as; 10 live and 6 dead adult beetles, and 5 live larvae noted on the inside of the cardboard case, and then visually examine the individual units, and describe finding of each. If any drilled holes are noted in the individual packages or other objections, describe fully on the cargo examination form. After a full description on the cargo examination form, report that a sample was collected if insects were found.

As soon as possible, freeze any sample containing or suspected of containing live insects as long as freezing will not change or damage the product or break the container. If freezing is inappropriate to maintain the integrity of the sample, fumigation may be carried out using airtight containers. The normal procedure for fumigation is to saturate a cotton ball with chloroform or ether, and place it inside the sample container. On the collection report under the heading "Laboratory Alert" be sure to declare "Sample Fumigated with Chloroform or Ether". It is important that proper insect control be maintained before dispatching to the laboratory. If proper control is not maintained, insect infestation in the laboratory could occur, or the insects could reproduce in the sample, thus giving a false indication of the infestation at the time of sampling.

Examination for Canned Foods:

During the cargo examination, be alert for stained cardboard cases, which could be evidence of leaking cans. Open the required number of cases for cargo examination, and visually examine each can for evidence of, leakers, swollen cans, dented cans, rusty cans, and any defective can seams. This would also include the pop top or tear off type lid. Some of the accepted terminology by the canning industry is as follows:

- Flippers: Only one end is slack or slightly bulged and the end remains flat if pressed in. Cans, which bulge when sharply and squarely struck end-down on a flat surface are flippers, provided that the bulged end remains flat when pressed. Flippers result from a lack of vacuum.
- Springers: One end of the can bulges. Manual pressure on the bulged end forces the opposite end out or the same end will spring out with release of pressure. If both ends bulge, but only one will remain flat when pressed, the can is a springer. Springers result from moderate positive pressure in the can. Buckling or extensive denting of the side wall may produce a springer.
- Swells: Both ends of the can are bulged. Neither will remain flat without pressure. Soft swells yield to manual pressure, but no impression can be made manually on hard swells. Swells result from positive pressure in the can usually because of spoilage of the contents. Some swells, especially in acid products, may result from chemical reaction between the contents and the container.

A complete description of the examination findings shall be reported on the cargo examination form in detail, as a case-by-case, can-by-can examination, with the indication that a sample has been collected. In the absence of detailed sample instructions for abnormal cans, an acceptable method is as follows, and should be used until so revised.

If the examination reveals defective cans, the sample should consist of all abnormal cans plus 12 normal cans. The normal cans should be collected 1 can from each of 12 different cases. It is usually not advisable to collect leakers as part of the sample, but all types of defects should be thoroughly described as accurately as possible. If hard swells are encountered and collected, be sure to thoroughly wrap each with padding, and they are very susceptible to exploding.

Examination by Candling:

Candling is the technique to look for mold or other particulate matter in bottles of food products in liquid form. This can be accomplished by holding a container on a light source, which allows the light to pass through the liquid for the eye to observe. All candling is best accomplished when light outside the item being candled is masked so the light passes through the object rather than being diffused around it.

Most portable candling devices are box shaped fluorescent type lamps, approximately 30 cm in length, and can be easily fabricated at little expense. This is a very helpful device in cargo examination of liquid food products packed in glass or plastic bottles such as drinks, juices, water, and other.

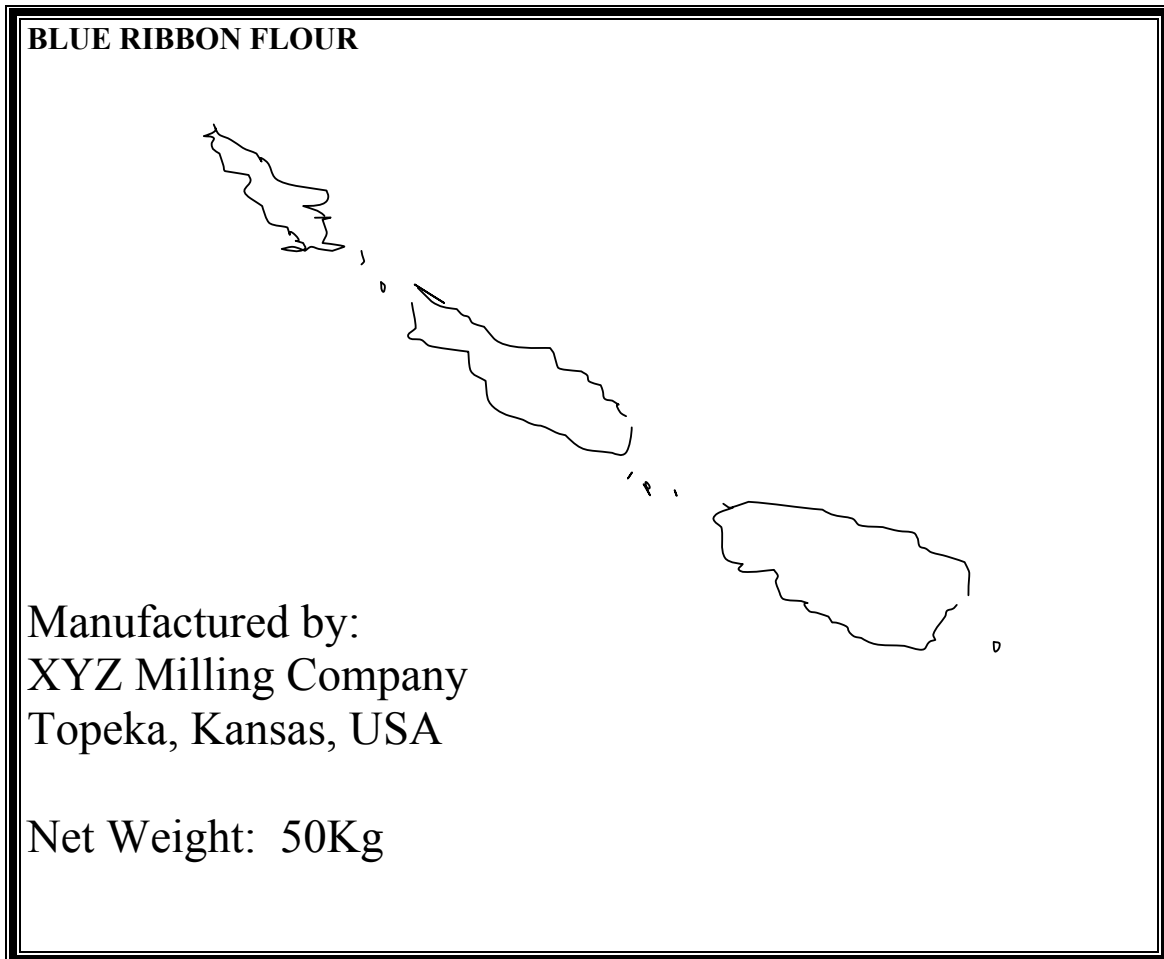
If foreign matter is noted thoroughly describe on the cargo examination form, and indicate that a sample was collected. The inspector would selectively collect the bottles containing foreign matter, as well as a representative number of normal appearing bottles, usually 1 bottle from each of 12 different cases. Analysis of the normal units could prove useful in determining the extent of the problem, and if reconditioning would be allowed.

CARGO EXAMINATION REPORT FORM:

A cargo examination report form must be completed for every cargo examination performed. A copy of this form with detailed instructions are attached to this document, and all inspectors must become proficient in the use and completion.

ANNEX # 16

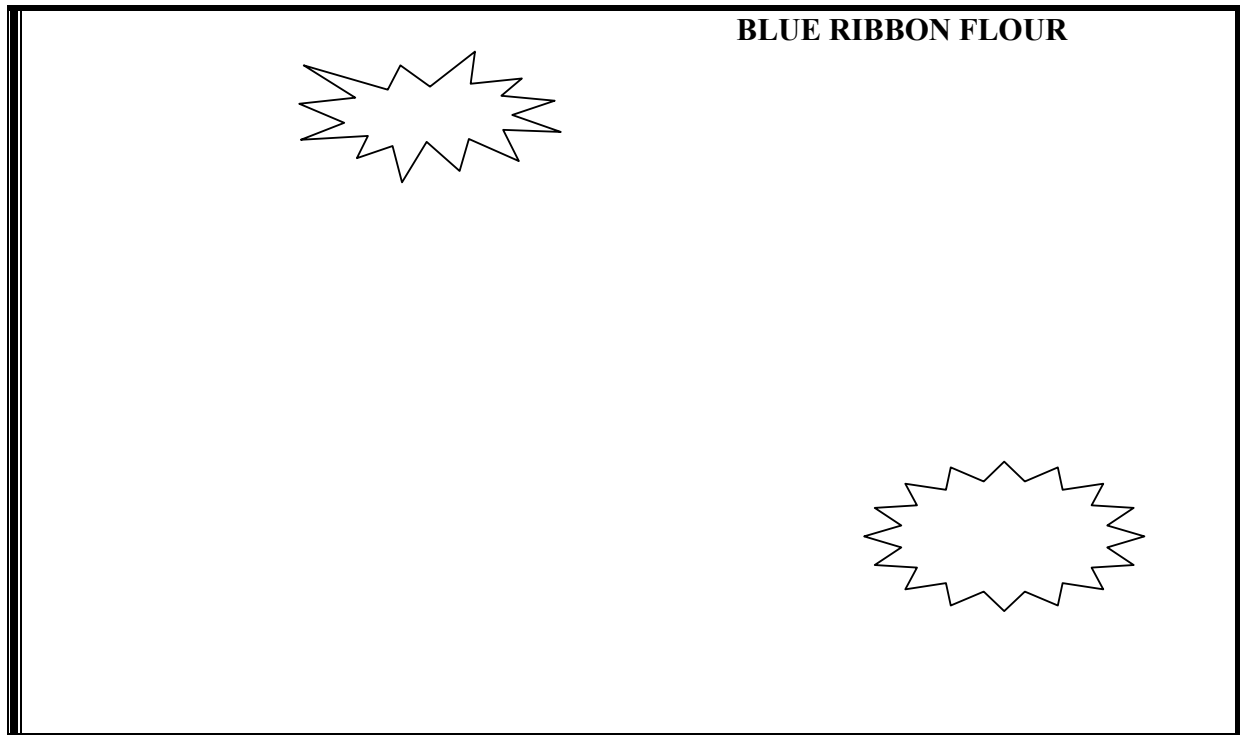
FLUORESCING STAINS



The stained areas can be removed as stated in the instruction by removing with a sharp blade or scissors, cutting around extending out approximately 2-3 cm from the stained area. The control cutting could be made on the opposite side of the bag which does not fluoresce.

ANNEX # 17

RODENT GNAWINGS



As described in the instructions, the gnawed holes can be removed by cutting with a sharp knife or scissors an area extending out approximately 2-3 cm around the holes in the bag.

ANNEX # 18

CARGO EXAMINATION
COFFEE BEANS

This is an accepted method of cargo examination of coffee beans for insect infestation, any other contamination, and mold determination. The bags should also be visually examined by use of the Black Light.

Examine a minimum of six (6) bags of coffee beans regardless of lot size. If a significant number of defective beans or contamination is found during the examination of these 6 bags, continue the examination using the following schedule, which applies for both cargo examination and samples for laboratory analysis.

LOT SIZE	NUMBER OF BAGS TO BE SAMPLED
----------	------------------------------

100 bags or less	6 bags
101-200	10 bags
201-1000	15 bags
over 1000	20 bags

Sample each Bag with a trier, collecting approximately 500 grams from each. Dump onto a sieve, shake, save the beans in one bag which is large enough to hold the composite of all portions of coffee beans, and then examine the siftings for macroscopic filth (live and dead whole insects, excreta pellets, extraneous materials) report findings for all portions separately. Transfer the macroscopic filth in a second bag. If live insects are found fumigate the filth portion as well as the composite bean sample. The lot will be detained if live insect infestation is encountered. Continue with the defective bean examination since reconditioning will depend upon the results.

Thoroughly mix the composite sample of coffee beans, and remove 300 beans at random. Examine each bean with at least a 5X magnifying flashlight for insect tunneling and mold damage. Count as moldy only those beans with $\frac{1}{4}$ or more covered with mold.

Accept the lot if 20 or less rejects are found (total of moldy and insect damage). Report your findings on the cargo examination reporting form.

If 21 or more rejects are detected, return the rejects to the composite bean portion, and submit to the laboratory along with the macroscopic filth portions for confirmation. Report all findings in detail on the cargo examination form and report that a sample has been collected.

ANNEX # 19

BLACKLIGHT SCREENING PROCEDURE
AFLATOXIN IN CORN

The blacklight test (Bright Greenish-Yellow Fluorescence (BGYF) Test) is a presumptive test used to screen and identifies corn lots that should be tested further for aflatoxin. This test is based on BGYF observed under long wave (366nm) ultraviolet (UV) light produced by the mould *Aspergillus parasiticus* A. *flavus*, on living corn (corn that has been stored less than 3 months). The growth of these fungi may result in aflatoxin production. Aflatoxin itself does not produce BGYF under long wave UV light. It is thought that the BGYF is produced by the reaction of Kojic acid formed by the fungi and a peroxidase enzyme from living corn. Corn in storage over 3 months may give a false positive BGYF.

Collect approximately 5 Kilograms of corn as a sample obtained by probing or continuously sampling a grain stream. Place portions of the corn in a single layer, and examine each kernel of the entire sample. Generally if more than 4 BGYF kernels are detected from the screen sample, an official sample should be collected for laboratory analysis.

Normal corn if it fluoresces, will produce a bluish-white color.

ANNEX # 20

GENERAL INSTRUCTIONS FOR ASEPTIC SAMPLING:

Aseptic samples are collected and delivered to the laboratory in a manner which will permit testimony that the bacteriological findings accurately reflect the condition of the lot at the time of sampling, and ideally at the time of the original shipment. Wherever possible collect unopened containers.

Personal hygiene of the Inspector/Sample collectors is of utmost importance. Cleanliness is a must, and before sampling begins, a clean outer garment such as a laboratory coat should be worn, with proper hair restraint and beard guard if necessary. Jewelry should be removed, however an exception to this requirement would be a wedding band. Hands and forearms should be vigorously washed using a good soap, anti-bacterial if available, scrubbing between the fingers and around the fingernails for a least 20 seconds, using water as warm as can be tolerated. Fingernails should be kept trimmed, filed, and maintained so that the edges and surfaces are cleanable and not rough. Following washing, the hands should be rinsed in clean warm water, dried with sanitary paper towel, turn off water using paper towel, then properly discard towel. **REMEMBER:** Anytime the sample collectors touch or handle an unclean or unsanitized object, the hands should be washed again.

Before beginning collection of the aseptic sample, thoroughly review the assignment, as well as the sampling plan instructions, so that you will know exactly what is expected. Make certain that you have all necessary sampling tools, sampling containers, and any other equipment in sufficient quantities to properly carry out the assignment. Once the process begins, it should be carried to completion in a precise and timely manner.

Sampling of large bulk drums or similar large containers should be sampled at the user level if at all possible, so that the opened containers can be used immediately or stored under refrigerated conditions. Always use ASEPTIC TECHNIQUES when sampling these type products.

Many times the inspector will have to open containers, and collect the sample using techniques and procedures, which will prevent multiplication or undue reduction of the bacterial population.

Before bringing food products into a clean room or clean area for sampling, the outer containers should be brushed or wiped off, to remove any visible debris or foreign matter. It is advisable to bring the cleaned packages into the clean room, open the cartons, then wash hands and forearms as described, before beginning the sampling procedure. Only those involved in the actual procedure should be allowed in the sampling room.

Traffic must be restricted in this area.

a. Sterilized Equipment - Use only sterilized equipment and containers, and these can usually be obtained from the food control laboratory. Pre-sterilized plastic or metal tools should be used. However if these are not available, the metal tools can be sterilized immediately before use with a propane torch. Allow the tool to cool in the air or inside a sterile container before using. Washing, sanitizing in 100 mg/l chlorine solution, soaking in a 70% alcohol, and flaming off is an acceptable method of field sterilization, and may be used as a last resort exercising extreme caution.

If it is necessary to drill, saw, or cut the item being sampled (such as large frozen fish, cheese blocks or wheels, frozen fruit or vegetables), if possible always use stainless steel bits, corers, blades, knives, or other similar items. DO NOT use wooden handled tools, as they are susceptible to bacteriological contamination, and very difficult to sterilize.

CAUTION: Be extremely careful when using the propane torch when sterilizing equipment and tools. Be certain that all flammable liquids, such as alcohol are stored away from the flame area, and are not stored in breakable containers such as glass. Always evaluate the conditions pertaining to explosive vapors, dusty air, and any flame-restricted areas.

If it is necessary to handle the items being sampled, use sterile disposable gloves, and submit one unused glove in a sterile container as a control.

- b. Opening Sterile Sampling Containers - Work rapidly. Open the sterile containers only to admit the sample and close it immediately. Do not touch the inside of the sterile container, lip, or lid. Submit one empty sterile container similarly opened and closed, and 1 unopened container as controls.
- c. Dusty Areas - Do not collect samples in areas where dust or atmospheric conditions may cause contamination of the sample, unless such contamination may be considered a part of the sample

SAMPLING DRIED POWDERS:**NOTE:**

All containers of dried powders such as; dried milk, dried eggs, yeast, or other mixtures requiring aseptic handling, and packed in large bags, drums, or other similar units, should be moved to the container stripping center for proper sampling.

Cautions – The proper aseptic sampling of dried milk powder, dried eggs, dried yeast, and similar type products are difficult because they are generally packed in multiplayer poly-lined paper bags. These may be stitched across the entire top, or they may have

filler spouts, or the top of the poly liner may be closed or sealed with some type of metal twist tabs.

Cutting an “X” in the bag through the poly liner is unacceptable, and presents a resealing problem, as the opening cannot be properly closed. The following methods are considered the most acceptable techniques for aseptically sampling these types of containers.

1. Bag and Poly-liner Stitched Together Across Top Seam
 - a. Remove as much dust as possible from the seam end by brushing and then wiping with a cloth dampened with alcohol. This does not sterilize the bag as porous paper cannot be sterilized, but does assist in cleaning.
 - b. Remove the seam stitching carefully and dust cover, if any, and spread the walls of the bag and poly-liner enough to permit sampling, being very careful that no extraneous material such as dust, bits of twine, paper, or other, drops into the product.
 - c. Carefully scrape off the surface of the product with a sterile device and aseptically collect the sample from the material below.
 - d. Carefully reclose the bag and restitch by hand, or preferably with a portable sewing machine.
2. Bag Stitched Across Top and Poly-liner Twist-Closed and Sealed with “twist” Device – either plastic or wire type.
 - a. Brush, alcohol wipe, and remove stitching as described above.
 - b. Remove “twist” seal and carefully open poly-liner using caution that no extraneous material drops into the food product.
 - c. Draw aseptic sample in same manner as described above.
 - d. Carefully close the poly-liner with a twisting motion and reseal with the “twist” seal arranging it so it will not puncture the poly-liner, and re sew the bag as described above.
3. Bags with Filling Spouts. The filling spout will be located at one side of the top stitching and will either pull out to form a top or side spout.
 - a. Brush and alcohol wipe the area around the spout and carefully pull it out to reveal the opening. It is better to have the bag on its side while pulling the spout so any dust in the opening falls outside the bag.

- b. Carefully spread the sides of the spout apart and aseptically collect the sample. A trier or long handle sampling tool is usually better for this type opening because of the limited opening.
- c. Carefully close the spout with a firm twisting motion and be sure the opening is closed prior to pushing back into the bag.

CONTROLS:

When collecting samples using aseptic techniques and the portions are collected using presterilized containers and equipment, submit a number of controls. If the sampling covers a long period of time, submit controls which show environmental conditions throughout the time of sampling. The controls should be collected at the start, during, and end of the sampling time period. List and describe the controls on the sample collection report. Some examples of controls are:

- a. Sterile Containers – Where sterile containers are used to collect aseptic samples, submit one unopened container, which was sterilized in the same manner as containers used for sampling. Also submit at least one empty sterile container which has been opened and closed in the sampling area.
- b. Sterile Disposable Gloves – If sterile disposable gloves were used during the sampling, submit one unused glove in a sterile container as a control.
- c. Sterile Sampling Equipment – Where presterilized sampling tools are used, such as; spoons, spatulas, triers, and others, submit at least one unopened and one opened sampling tool as controls. Place tool which was opened, but not used in a sterile container for submission.

ANNEX # 21**INSTRUCTIONS FOR ASEPTIC SAMPLING OF BLOCKS OF CHEESE**

These same instructions can be used for products with similar physical characteristics, such as; Blocks of margarine, vegetable fat, and others

Equipment Needed:

Cheese Trier and small spatula (Can fit in opening of cheese trier)

Container for Wash Water

Container for 100ppm (mg/l) chlorine

Chlorine indicator test strips

Isopropyl Alcohol and container

Propane Torch

Sterile bags (whirl-pak)

Procedure:

Before bringing containers of food products into the sampling room or area, they should be brushed or wiped off to remove any filth or foreign matter. Alcohol pads or wipes can be used on the cardboard flaps at the case opening. This does not sterilize, but aids in cleaning.

The Inspector/sample collector must exercise extreme care in personal hygiene, and physical habits. Importers/Brokers and others who might be observing, can gain valuable knowledge and skills in the proper handling and sampling of food. This is an excellent opportunity for the Inspector/Sample Collector to *Lead By Example*.

- Remove all excessive jewelry, including watches. Thoroughly and vigorously wash hands and forearms with a good soap, anti-bacterial if available, especially between fingers and around fingernails. Wash at least for 20 seconds in water as warm as you can tolerate. Rinse hands in clean warm water, dry with sanitary paper towel, turn water off using paper towel, discard paper towel properly. Begin sampling as soon as possible after washing hands.
- If you are going to physically handle the sample, sterile gloves must be worn.

- Put on clean laboratory coat or similar attire, with proper hair covering, and beard guard if necessary. This clean outer garment should be put on at the time sampling is scheduled to begin.
- Talking while physically sampling food product should be avoided if possible. If talking is necessary, move away from the product being sampled.
- Unauthorized personnel and foot traffic in the sampling area should be avoided. Preferably only the two samplers should be present in the immediate sampling area. **TRAFFIC MUST BE RESTRICTED.**

The 100 mg/l Chlorine solution can be attained by adding 3 tablespoons of household bleach to 4 liters of water. During periods of heavy sampling, the chlorine strength should be checked regularly using chlorine indicator test paper. When the solution becomes less than 100 mg/l, it should be discarded, and a new solution prepared. **NEVER TOP OFF OR ADD TO THE SOLUTION.**

Wash trier and spatula, then place in the chlorine solution; dip in the alcohol bath, then flame trier and spatula by passing over the flame. This is only for flaming, by continually moving over the flame one time. Make sure the alcohol is a safe distance away from the torch. **DO NOT** overheat trier or spatula.

Turn torch off after flaming.

Place trier vertically into block of cheese, make one full turn slowly, and pull straight out while gently turning.

With Spatula, remove approximately 2 cm from top of core, then place remaining core into sterile sample bag, by gently pushing with spatula. Close bag after inserting each core. When sampling the block is complete, place the 2cm portions back into the sampled holes. An open environmental control bag should be used during the sampling process

Collect 3-4 cores (approximately 200 grams) from each block. Identify this portion with your inspector's markings. Continue to sample from as many blocks as the sampling instructions require.

Clean and sterilize equipment between sampling blocks of cheese, as well as anytime the equipment may become contaminated. If at any time the sample collectors handle any unclean or unsanitized surface or object, the hands must be rewashed as described above.

When sampling is complete, place the sample portions into a sample container, along with the open bag control, as well as a closed control bag. If sterile gloves were used, place an unused glove in a sterile container and submit with sample. Identify the sample

container with inspector's markings and officially seal. Deliver to laboratory promptly in refrigerated container.

Upon completion of sampling, make every effort to return the sampled units to the original condition, and properly close the boxes by regluing or taping. Return the boxes to refrigerated storage as soon as possible.

ANNEX # 22**INSTRUCTIONS FOR ASEPTIC SAMPLING OF FROZEN MEATS:**

- These same instructions can be used for frozen products such as frozen vegetables, fruits, butter, and other similar products.

Equipment Needed:

Stainless Steel corers – various sizes

Variable Speed Electric Drill (with necessary extension cords, adapters, etc.)

Container for Wash Water with necessary corer cleaning brush

Container for Chlorine Solution of 100 mg/l

Chlorine indicator test strips

Isopropyl Alcohol with container for bathing corers

Alcohol wipes or pads for wiping drill chuck assembly and drill exterior

Propane Torch

Sterile bags, or other suitable sample containers

Procedures:

Before bringing containers of food products into the sampling room or area, each should be brushed or wiped off to remove any visible filth or foreign matter. Wiping the cardboard box flaps with alcohol pads at the opening doesn't sterilize cardboard, but does assist in cleaning.

The Inspector/Sample collector must always exercise extreme care in personal hygiene, and physical habits. This is dual purpose, as the importer/brokers or others observing the procedure could gain knowledge on the proper handling and sampling of food, and the Inspector would *Lead By Example*.

- Remove all excessive jewelry, including watches, however wedding bands are acceptable. Thoroughly and vigorously wash hand and forearms with a good soap, anti-bacterial if available, especially between the fingers and around fingernails. Wash at least for 20 seconds in water as warm as you can

tolerate, rinse in clean warm water, dry hands using sanitary paper towels, turn water off using paper towel, and properly discard paper towel. Begin sampling as soon as possible following hand washing.

- If you are going to physically handle the sample, sterile gloves must be worn.
- Wear a clean laboratory coat or similar attire, with proper hair covering and beard guard if necessary. The clean outer garment should be put on when sampling is scheduled to begin.
- Talking while standing over and physically sampling the food product should be avoided. If talking is necessary, move away from the food product being sampled.
- Unauthorized personnel and foot traffic in the sampling area should be avoided. Preferably only the two samplers should be present in the sampling room. *TRAFFIC IN THIS ROOM MUST BE RESTRICTED.*

A 100 mg/l chlorine solution can be attained by adding 3 tablespoons of household bleach to 4 liters of water. During periods of heavy sampling, the chlorine strength should be checked regularly using the chlorine test paper. When the solution becomes less than 100 mg/l, it should be discarded, and a new solution prepared. *DO NOT TOP OFF OR ADD TO THE SOLUTION.*

- Wipe the electric drill chuck assembly, chuck wrench, and exterior of drill with an alcohol pad.
- Wash and brush the stainless steel corers; place in the chlorine solution; insert corer into drill assembly; dip corer in alcohol bath; then flame corer by passing over the propane torch flame on all sides. Be certain that the alcohol bath is a safe distance away from the torch. *DO NOT OVERHEAT THE CORER.*
- Firmly place the corer onto the food surface, and with moderate speed and steady pressure drill into the product. Do not force the drill; let the corer do the cutting. When the desired depth is reached, remove corer, expel core into sample container, and repeat until the desired cores are removed, usually approximately 200 grams from each unit. The sample container is opened only when accepting the core and closed immediately. A environmental control bag shall remain open during the sampling.
- Clean and sterilize the equipment between sampling of different blocks or units, as well as anytime the equipment may be become contaminated. Continue to sample from as many units as the sampling plan requires.

Using a corer and drill requires practice, to develop the proper methods and techniques for the necessary pressure and speed of the drill to become proficient in this method of sampling.

When the sampling is complete, place the sample portions into a sample container, along with the closed and open bag controls. If sterile gloves were used, place one unused glove in a sterile bag and submit with the sample. The sample container must be identified with the inspector's markings and officially sealed. The sample must then be delivered to the analyzing laboratory in a frozen condition in a suitable container.

Every effort should be made by the sample collectors to return the sampled containers to their original condition by properly regluing or taping the cases, and returning to freezer storage as soon as possible.

ANNEX # 23

MYCOTOXIN SAMPLE SIZES:

PRODUCT	PACKAGE TYPE	LOT SIZE	NUMBER OF SAMPLE UNITS	UNIT SIZE	TOTAL SMPL SIZE
PEANUT BUTTER	CONSUMER OR BULK	N/A	24	225GRAMS	5.4 KG
PEANUTS SHELLED ROASTED OR UNROASTED	CONSUMER OR BULK	N/A	10	454 GRAMS	4.5 KG
TREE NUTS (EXCEPT BRAZIL NUTS AND PISTACHIO)	CONSUMER OR BULK	N/A	10	454 GRAMS	4.5 KG
BRAZIL NUTS IN SHELL	BULK	-200 BAGS 201-800 801-2000	20 40 60	454 GRAMS 454 GRAMS 454 GRAMS	9KG 18KG 27KG
CORN-SHELLED, MEAL FLOUR OR GRITS	CONSUMER OR BULK	N/A	10	454 GRAMS	4.5 KG
COTTON SEED	BULK	N/A	15	1.8 KG	27KG
OILSEED MEALS PEANUT MEAL COTTON-SEED MEAL	BULK	N/A	20	454 GRAMS	9 KG
EDIBLE SEEDS – MELON PUMPKIN, SESAME & OTHER	BULK	N/A	10	454 GRAMS	4.5 KG
GINGER ROOT – GROUND	CONSUMER	N/A	16	16-28 GRAMS	450 GRAMS

MILK WHOLE SKIM LOW FAT	CONSUMER	N/A	10	454 GRAMS	4.5 KG
SMALL GRAINS WHEAT SORGHUM BARLET & OTHERS	BULK	N/A	10	454 GRAMS	4.5 KG
DRIED FRUIT	CONSUMER OR BULK	N/A	10	454 GRAMS	4.5 KG

ANNEX # 24**GENERAL INSTRUCTION FOR PESTICIDE SAMPLES:**

The Pesticide Program for Imported Foods is to determine if pesticides are present only at acceptable levels, and to initiate enforcement action against those entries that contain illegal pesticide residues. This monitoring program gathers information on residue levels of foodstuffs entering Jordan, and is of key importance in developing historical data as to the food commodity, and country of origin.

In the absence of a General Pesticide Sampling Program for Imported Food Products, these instructions have been successfully used by many countries for both monitoring and compliance sampling purposes, and should be considered for use at this time.

GENERAL SAMPLING SCHEDULE:

<u>Lot Size (cases Crates, boxes & other</u>	<u>Number 900-gram portions</u>	<u>Total Sample Size Kg</u>
12 of less	5	4.5 kg
13 to 18	6	5.4 kg
19 to 30	7	6.3 kg
31 to 56	8	7.3 kg
57 to 190	9	8.2 kg
over 190	10	9.0 kg

GENERAL SAMPLING INSTRUCTIONS:

Fresh Produce – Use Sampling Schedule - Portions (subdivisions will be 900 grams)

Fluid Milk Product:

- Retail Containers: Use Sample Schedule (.5 to 2 liter containers, and others)
- Bulk Tank Trucks: Collect 2 liters from each tank truck after agitation.

Manufactured Dairy Products:

- Concentrated Liquid Milk Products - Use Sample Schedule – Portion size will be 1 retail unit. If retail unit is less than .5 liter, collect 2 units per portion
- Dried Milk Products, Cheese, Ice Cream, and Related Dairy Products – Use Sample Schedule, with the following portion (Subdivision) sizes

Container Size**Minimum units per portion**

Less than .5 liter	2
More than .5 liter	1
Less than 453 grams	2
More than 453 grams	1
10 kg or more in bags or drums (USE ASEPTIC TECHNIQUES)	453 Grams from each

Eggs and Egg Products:

- Liquid or Frozen Eggs - Use Sampling Schedule - Portion will be .5 liter liquid or approx 1 liter shavings or cores from drilling. USE ASEPTIC TECHNIQUES.
- Dried Egg Product - Use Sampling Schedule - Portion sizes will be same as above for dried milk products, and others.
- Shell Eggs
Retail Packages - Use Sampling Schedule - Portion size 12 eggs

Commercial Packages - 15 cases or less - 12 eggs from each case with a minimum of 24 eggs and a maximum of 120 eggs. 16 cases or more 12 eggs collected from each of 10 different cases selected at random.

Fish and Shellfish Products:

Note: THIS SAMPLE SIZE FURNISHES SUFFICIENT FISH FOR HEAVY METAL ANALYSIS.

- Packaged Fish, fresh, frozen, smoked, cured, or shellfish (except oysters)
Collect 12 portions (subdivisions) - minimum portion size is 453 grams.
- Bulk Fish - 453 grams to 1.35 kg - Collect 12 portions each portion to contain at least 453 grams edible fish.
- Bulk Shellfish (except oysters) - Collect 12 portions each 453 grams
- Canned Fish and Shellfish (except oysters) - Collect 12 portions, 5 cans per portion
- Other Fish and Shellfish Products:

Oysters - Collect 12 portions, each portion .5 liter.

Fish Flour and Meal: Use Sampling Schedule - For packages larger than 10 kg collect 900 grams per portion.

Grains and Flour for Human Use:

Use Sampling Schedule - For containers larger than 10 kg collect 900 gram per portion.

Retail Containers Canned, Frozen, and Dried Foods

Use Sampling Schedule – Portion size is 900 grams

Hay, Feeds, Silage, and By-Products for Animal Feed

Use Sampling Schedule - Collect 900 gram portions. When sampling from bulk, collect 10 portions, 900 gram each.

Fresh Produce

Use Sampling Schedule.

GENERAL INSTRUCTIONS:

- When collecting samples in glass jars, line the lids with aluminum foil which has been certified by the laboratory as contaminant free or use Teflon lined lids.
- If shipment of shell eggs is required and breakage may result during transit, the eggs may be broken, and shells discarded, and liquid magma collected in clean glass jars. Each portion jar should be properly identified.
- Do not use plastic bags for the collection of samples for pesticide analysis, as this may interfere with the analysis, unless the bags are certified by the laboratory as contaminant free.
- Do not use the magic marker type pens for identifying the portion bags, because the ink may interfere with assay results. Use Stick on labels to identify portion bags.
- Use aseptic technique, where applicable, when collecting portion samples of finished product from large or bulk containers.

ANNEX # 25**SALMONELLA SAMPLING PLAN:**

This comprehensive sampling plan is similar to those used by many countries to determine the presence of Salmonella in processed foods intended for human consumption, and can be used for regulatory purposes if necessary.

Foods are listed in three categories based on the number of Salmonella Hazards and whether a food is to be consumed by infants, the aged, or infirm.

1. The food or an ingredient of the food is a significant potential source of Salmonella;
2. The manufacturing process does not include a controlled step that destroys Salmonella; and
3. The food has significant potential for microbiological growth if “abused” in distribution or by consumers.

Category I - Includes all foods that would normally be in Category II, except they are intended for consumption by the aged, the infirm, and infants.

Category II - Includes the foods that would not normally be subjected to a process lethal to Salmonella between the time of sampling and consumption. Examples of these foods are as follows:

- Bread, rolls, buns, sugared breads, crackers, custard and cream filled sweets goods
- Breakfast cereals, which are ready-to-eat.
- Pretzels, chips and specialty items
- Butter and butter products; pasteurized milk and raw fluid milk and fluid milk products for consumption; pasteurized and unpasteurized concentrated liquid milk products for consumption; dried milk and dried milk products for consumption
- Cheese and cheese products
- Ice cream from pasteurized milk and related products that have been pasteurized; raw ice cream mix and related unpasteurized products for consumption
- Pasteurized and unpasteurized imitation dairy products for consumption
- Pasteurized eggs, egg products from pasteurized eggs; unpasteurized eggs and egg products from unpasteurized eggs for consumption without further cooking
- Canned and cured fish, vertebrates; other fish products; fresh and frozen raw oysters and raw clams, shellfish and crustacean products; smoked fish, shellfish and crustaceans for consumption

- Unflavored gelatin
- Fresh, frozen and canned fruits and juices, concentrates and nectars; dried fruit for consumption; jams, jellies, and preserves
- Nuts and nut products for consumption
- Oils consumed directly without further processing and margarine
- Dressings and condiments (including mayonnaise), salad dressings, and vinegar
- Spices including salt; flavors and extracts
- Soft drinks and water
- Beverages bases
- Coffee and Tea
- Chewing gum and candy
- Chocolate and Cocoa products
- Pudding mixes not cooked prior to consumption, gelatin products
- Syrups, sugar, and honey
- Soups
- Prepared salads

Category III

This includes the following foods that would normally be subjected to a process lethal to Salmonella between the time of sampling and consumption. Some examples are as follows:

- Whole grain, processed grain and starch products for human use.
- Macaroni and noodle products
- Fresh and frozen fish; vertebrates (except that eaten raw); fresh and frozen shellfish and crustaceans (except raw oysters and raw clams for consumption); other aquatic animals (including frog legs)
- Fresh vegetables, frozen vegetables, dried vegetables, cured and processed vegetable products normally cooked before consumption
- Vegetable oils, oil stock and vegetable shortening
- Dry dessert and pudding mixes that are cooked prior to consumption
- Frozen dinners, multiple food dinners
- Food chemicals (direct additives)

SAMPLE COLLECTION:

Each portion or subdivision should consist of a minimum of 100 grams. The usual portion is a consumer size container of the product. The portions or subdivisions of the sample shall be collected at random to insure that the total sample is representative of the lot.

When sampling from large or bulk containers, and the portions are collected and transferred to sample containers, aseptic sampling techniques must be applied, and proper controls submitted. (SEE INSTRUCTIONS FOR ASEPTIC SAMPLING).

SAMPLE SIZE:

<u>Food Category</u>	<u>Number of Sample Portions or Subdivisions</u>
I	60
II	30
III	15

The number of portions shown includes the reserve or duplicate portion.